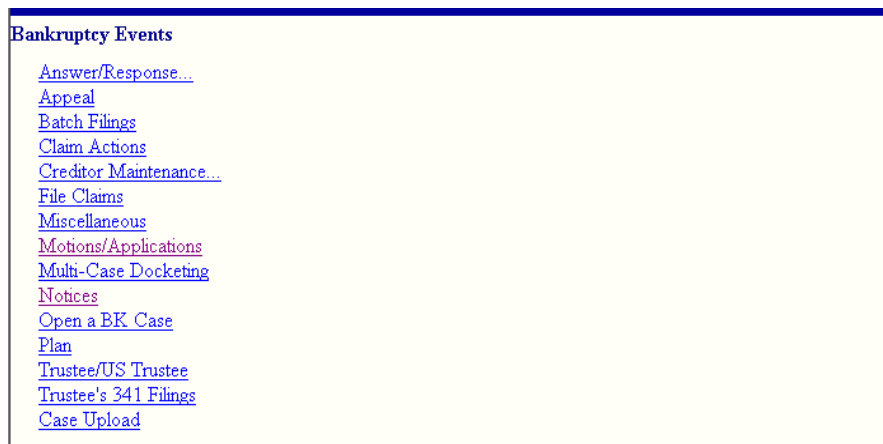# FILING A DOCUMENT/DOCKETING - NOTICES/NOTICE OF HEARING

The following instructions will guide you through the process of filing and docketing a Notice to the Electronic Case Filing (ECF) system.

STEP 1   Select **Bankruptcy** from the Main menu, and then click **Notices** from the Bankruptcy Events menu.

[Note: The Notice of Hearing event is also available in the following categories: Claim Actions, Motions/Applications, Trustee/U.S. Trustee, and Adversary > Notices - to use separately or in combination with other events. It is also combined with Notice of Motion in the Motions/Applications, Notices, and Adversary > Notices categories.]

Bankruptcy Events

Answer/Response...
Appeal
Batch Filings
Claim Actions
Creditor Maintenance...
File Claims
Miscellaneous
Motions/Applications
Multi-Case Docketing
Notices
Open a BK Case
Plan
Trustee/US Trustee
Trustee's 341 Filings
Case Upload

STEP 2   The **Case Number** screen appears.

File a Notice

Case Number

03-70068   99-12345, 1:99-bk-12345 or 1-99-bk-12345

[Next]   [Clear]

- Key case number, and click **Next** to continue.
- If the computer prompts that you entered an invalid case number, first click **Back**, then click **Clear** to re-enter.

STEP 3　　　　　The **Select the Party** screen appears.

File a Notice

03-70068 Lion King Please select the filer.

Select the Party:

| King, Lion [Debtor] |
| Spear, Barry W. [Trustee] |

Add/Create New Party

Next　Clear

- If name of party appears, click on the name, click on **Next** and then proceed to **STEP 7**. [If necessary, use the scroll bar to navigate through the party names.]
- If name of party does not appear, click **Add/Create New Party**.

STEP 4　　　　The **Search for a party** screen appears.

Search for a party
　　　　　　　　　SSN _____　**Tax Id** _____
Last/Business name Credit
Search　Clear

- Search for party using one of the following options: social security number, tax Id number, or last/business name.
- If searching with last/business name, enter at least one character (and up to 10) of party's last name or business name.
- Click **Search.**

The **Search for a Party** screen appears again with results of search.

Search for a party

SSN [   ]   Tax Id [   ]

Last/Business name [   ]

[Search] [Clear]

Party search results

Credit Card Lender,
Credit Cards Galore,
Creditman,
Creditor, Jane B.
creditors committee,

[Select name from list]   [Create new party]

- If name of party does not appear, click **Create new party** and proceed to **STEP 5.**
- If name of party appears, highlight it and click **Select name from list** (Pop-up window will appear including name and address, if any, of party selected).
- Upon selecting name from list, the **Party Information** screen appears, for verification and/or modification of information.

Party Information

Credit Cards Galore   SSN:Unknown

Office [   ]   Address 1 [   ]

Address 2 [   ]   Address 3 [   ]

City [   ]   State [ ] Zip [   ]

County [▼]   Country [   ]

Phone [   ]   Fax [   ]

E-mail [   ]

ProSe [no ▼]   Role [Creditor (cr:cr)   ▼]

Party text [   ]

[Submit] [Cancel] [Clear]

- Verify information and modify, if applicable. [Please do not add an address, as notices are mailed to you, as attorney representing the party. If an address is associated with the party, please remove all data.]
- Click down arrow in *Role* field and highlight appropriate party role to select.
- Add additional information for display with party name, if appropriate (i.e. A Virginia Corporation, Limited Partnership, etc.), in the *Party Text* field.
- Click **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.
- Click **Submit** to continue and proceed to **STEP 6**.

STEP 5   If you selected **Create New Party** from the **Search for a Party** screen, a new **Party Information** screen appears.

- Key party information in appropriate fields. If business, key full business name in *Last Name* field. [Please do not add an address, as notices are mailed to you, as attorney representing the party.]
- Click down arrow in *Role* field and highlight appropriate party role to select.
- Click **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen

STEP 6   The **Select the Party** screen appears with your party highlighted.

- Click **Next** to continue.

[NOTE: If no association has previously been made between you as attorney and the party, the following screen appears. To create the association, check the box and click Next to continue.]

File a Notice:
03-70068 Lion King

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☑ Creditor, (cr:cr) represented by Attorney, Test (aty)

[Next] [Clear]

STEP 7   The **Select the Docket Entry** screen appears.

File a Notice:
03-70068 Lion King

Notice of Default
Notice of Depositions
Notice of Dismissal (DO NOT use to Dismiss Case - Use Motion to Dismiss Case)
Notice of Electronic Filing Procedure
Notice of Entry of Judgment/Order
Notice of Extension of Time
Notice of Hearing
Notice of Intent to Sell

[Next] [Clear]

- Select the event/type of notice being filed. Use the scroll bar to navigate through the events.
- If filing more than one type of notice, click on the first event, press <**Ctrl >** and click each additional event/type of notice.
- Click **Next** to proceed or **Clear** to re-select options.

STEP 8 The **Select the PDF Document** screen appears

File a Notice:
03-70068 Lion King

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
[N:\Norfolk N Drive\Docs\ECF\ECFtest.] [Browse...]
Attachments to Document: ○ No ● Yes

[Next] [Clear]

- Key path name in Browse window, making sure to include the .pdf suffix, or
- Click **Browse** to navigate to the appropriate directory and file.

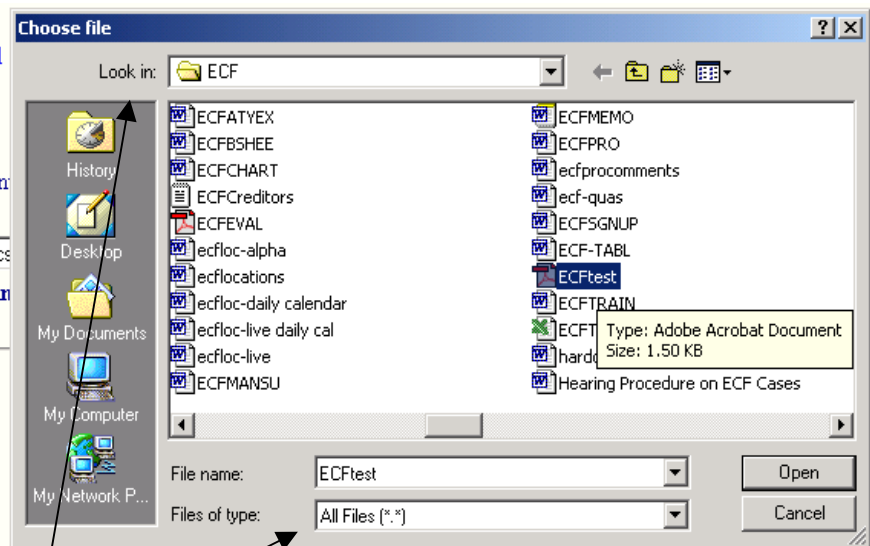**File a Notice:**
03-70068 Lion King

Select the **pdf** documen
Filename
[N:\Norfolk N Drive\Docs]
Attachments to Docun

[Next] [Clear]

Choose file

Look in: [ECF]

History | Desktop | My Documents | My Computer | My Network P...

ECFATYEX
ECFBSHEE
ECFCHART
ECFCreditors
ECFEVAL
ecfloc-alpha
ecflocations
ecfloc-daily calendar
ecfloc-live daily cal
ecfloc-live
ECFMANSU

ECFMEMO
ECFPRO
ecfprocomments
ecf-quas
ECFSGNUP
ECF-TABL
ECFtest
ECFTRAIN
ECFT Type: Adobe Acrobat Document
hard Size: 1.50 KB
Hearing Procedure on ECF Cases

File name: [ECFtest] [Open]
Files of type: [All Files (*.*)] [Cancel]

- Change **Files of type**: to All Files [if using Netscape]
- Change **Look in**: to the appropriate drive where the document is located.
- Click the appropriate file name, and click **Open**
- **If there are no attachments to document:**
  - Click **Next** and proceed to **STEP 10**
- **If there are attachments to document, e.g. an exhibit, appendix, etc.:**
  - Change radio button to **Yes**
  - Click **Next.**

STEP 9   The **Select one or more attachments** screen appears. All additional attachments must be added at this screen.

File a Notice:
03-70068 Lion King

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
N:\Norfolk N Drive\Docs\ECF\ECFtest.   Browse...

2) Select a document type and/or enter a description.
Type   **Description**
Exhibit(s)   ▼
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

- Select the path name of your attachment by:
  - Keying path name in **Browse** window, making sure to include the .pdf suffix, or
  - Clicking **Browse** to navigate to the appropriate directory and file
- Click down arrow next to **Type** window and highlight type of attachment, if listed.
- If not listed under **Type**, key description of attachment in **Description** box.

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
                                              Browse...

2) Select a document type and/or enter a description.
Type   **Description**
                                                        ▼
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

N:\Norfolk N Drive\Docs\ECF\ECFtest.PDF   Add to List

                                              Remove from List
Next

- Click **Add to List**
- Continue to add attachments using the above steps as necessary.
- Once all attachments have been added, click **Next**.

STEP 10   If the relating function of the notice being docketed is optional, the **Refer to existing event(s)?** screen appears. If the relating function of the notice being docketed is mandatory, the **Refer to existing event(s)?** screen will not appear and you will proceed directly to **STEP 11**.

File a Notice:
03-70073 Husband Debtor and Wife Debtor

☐ **Refer to existing event(s)?**
Next   Clear

- If notice relates, check box, click **Next** and proceed to **STEP 11**.
- If notice does not relate, leave box unchecked, click **Next** and proceed to **STEP 15**.

STEP 11   The **Select the category to which your event relates** screen appears.

File a Notice:
03-70068 Lion King

Select the category to which your event relates.

answer
appeal
claims
cmp
court
misc
motion
notice
order
plan

Filed [   ] to [   ]
Documents [   ] to [   ]
Next   Clear

- Select the category of the event to which your notice relates (i.e., select the motion category when filing a notice of hearing related to a motion or application
- To select more than one category, either:
  - Click a single category, press <Ctrl>, then click one or more additional categories, or
  - Click the first category, and while continuing to press the left mouse button, drag the mouse to highlight/click all other categories
- Selection of related documents can be further defined by entering date(s) in the **Filed** box(es) or document number(s) in the **Documents** box(es).
- Click on **Next** to continue or **Clear** to re-select

STEP 12   The **Select Related Events** screen appears.

File a Notice:
03-70068 Lion King

Select the appropriate event(s) to which your event relates:

☑ 07/22/2003 <u>9</u> Motion to Vacate Order Dismissing Case (Related Document(s)[8] Local
            Bankruptcy Rule Order Dismissing Case) filed by Train Attorney on behalf of Lion
            King. (Attorney, Train)

Next   Clear

- Check the box to the left of document to which notice relates.
- Click **Next** to continue or **Clear** to re-select.

STEP 13   Certain **Notice** events contain functionality to schedule a hearing within the
                docketing process. Those events are:

- Amended Notice of Hearing
- Notice of Continued Hearing
- Notice of Hearing
- Notice of Motion and Notice of Hearing
- Notice of Preliminary Hearing (Norfolk and Newport News divisions only)
- Notice of Rescheduled Hearing
- Notice of Rescheduled Meeting of Creditors
- Notice of Trustee's Final Report and Account

When docketing one of these events, the **Hearing Information** screen appears.

File a Notice:
03-70068 Lion King

Hearing Information:

To be scheduled on the docket, you must enter below information.
You may need to obtain prior approval from the Courtroom Deputy.
Hearing Date: 9/4/2003   Hearing Time: 10:00   ⦿ AM ○ PM

Location Judge St. John's Courtroom, 600 Granby Street, 4th Floor, Courtroom 1, Norfolk, Virginia

Next   Clear

[NOTE: The directive that you may need to obtain prior approval from the Courtroom Deputy applies in the Richmond, Newport News and Norfolk divisions. The Alexandria division uses a motions day and hearing dates and times may be selected from the web site.]

- Key hearing date, time and click AM or PM radio button.
- Select proper location in **Location** window.
- Click **Next** to continue or **Clear** to restart.

STEP 14   The **Terminate Deadlines** screen may appear

- Check boxes to select appropriate deadlines for termination. If all deadlines are to be terminated, press **Terminate All** at top of screen and all boxes will be checked.
- Click **Next** to proceed or **Clear** to restart.

STEP 15   The **Docket Text: Modify as Appropriate** screen appears.

To add a prefix to docket text:
- Click on the ▼ arrow to right of first box.
- Select correct modifier.

To add additional text:
- Click in the text box behind the event description.
- Key any additional information to more fully describe event/notice being filed.
- Click **Next** to continue or **Clear** to restart.

STEP 16   The **Docket Text: Final Text** screen appears.

- Verify docket text as it appears on screen.
- If correct, click **Next** to submit filing to court.
- If incorrect, click **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry and the entry now is an official court document. Scroll down to view entire receipt.

Notice of Electronic Filing

The following transaction was received from Attorney, Train entered on 7/22/2003 at 4:18 PM EDT and filed on 7/22/2003
Case Name: Lion King
Case Number: 03-70068
Document Number: 12

Docket Text:
Notice of Hearing (Re: related document(s)[9] Motion to Vacate Order Dismissing Case filed by Lion King) filed by Train Attorney on behalf of Lion King. Hearing scheduled 8/27/2003 at 10:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Attorney, Train)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: N:\Norfolk N Drive\Docs\ECF\ECFtest.PDF
Electronic document Stamp:
[STAMP VAEBStamp_ID=875559604 [Date=7/22/2003] [FileNumber=1598316-0]
[a20a9c5e5202b81045de28feec882b0572fe3ad9b866a2a6059e2af45330544cb01f1
90b10e11273600d2c1b625cd938910a258b865a6a982eff98c0ba5b591011

Each notice will include the following:
- Who filed the document
- Date and time transaction was received by court.
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp
- Who will receive electronic notice of this entry

To print receipt:
- Click **File** at top of screen and select **Print,** or
- Click the Printer Icon at the top of the page.

[Note: It is strongly suggested that copies of receipts be maintained for your records.]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login: [_____]

Password: [_____]

Client code: [_____]

☐ Make this my default PACER login

[Login]   [Reset]